



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Rural Health and Primary Care at the Mississippi State Department of Health is accepting applications for a **Grant Program Coordinator**. This is a **contract position** with the agency. The grant program coordinator will be responsible for managing and monitoring grant programs in the office. This position requires the ability to handle multiple projects and deadlines simultaneously. A few of the responsibilities of position may include:

- Draft proposals
- Completing grant specific reports
- Researching new grant funding opportunities for the office
- Draft and complete grant applications according to its requirements including compiling necessary information through collaboration with other staff members, database research, and other factfinding actions and meetings
- Coordinate the monitoring and evaluation of programs and projects that are funded by the grants
- Develop and maintain master files on grants and paperwork connected to the grant programs

An ideal candidate for this position is proficient in Microsoft Office, extremely organized, meticulous with details, and has excellent project and time management skills. Grant writing experience is preferred but is not required for this position.

To apply please send your resume to [recruitment@msdh.ms.gov](mailto:recruitment@msdh.ms.gov) with **Grant Program Coordinator** in the subject line.

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